



Solicitation Information
16 April 04

LOI # B03702

TITLE: Consultant Services for Rehabilitation Technology

Submission Deadline: 18 May 04 @ 11:00 AM (EDT)

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than 3 May 04 @ 12:00 Noon (Eastern Time). Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at
www.purchasing.state.ri.us.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

The Rhode Island Department of Administration, Office of Purchases, on behalf of the Department of Human Services/Office of Rehabilitation Services, requests Letters of Interest from qualified firms and organizations provide rehabilitation technology consultation and services to staff and customers of the Office of Rehabilitation Services (ORS). This solicitation, and subsequent award, is governed by the State's General Conditions of Purchase, which is available at www.purchasing.ri.gov

Two separate areas of application are requested. The DHS/ORS intends to provide two awards (one for general Rehabilitation Technology Consultation and Services; one for Rehabilitation Technology Consultation and Services specifically related to Vehicle Modifications). The scope of work is described herein.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

Potential offerors are advised to review all sections of this solicitation carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

The state reserves the right to award to one or more offertory.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposal misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered.

It is intended that an award pursuant to this request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontractors are permitted, provided that their use is clearly indicated in the offeror's proposal, and that the subcontractor(s) proposed to be used are identified in the proposal.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to

transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the selected vendor(s).*

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Letter of Interest will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI

The offeror should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 222-6253 or visit the website <http://www.rimbe.org>

TOPIC AREAS FOR SERVICES COVERED BY THIS REQUEST INCLUDE, BUT ARE NOT LIMITED TO:

Option 1)

Provision of Rehabilitation Technology Consultation and Services.

- **To assist ORS customers and ORS counselors in making informed decisions pertaining to selection and utilization of assistive technology devices and services throughout the vocational rehabilitation process;**
- **To assist ORS customers in their assessment of [rehabilitation technology] needs;**
- **To assist ORS customers and counselors to identify, obtain and install if necessary assistive technology devices and services that are necessary for their employment planning;**
- **To assist individuals in the identification and obtainment of assistive technology devices and services that will enable them to prepare for employment and/or obtain and retain employment;**
- **To research appropriate assistive technology solutions and develop specifications for assistive technology to be purchased through the Master Price Agreements and/or the competitive bidding process;**
- **To assist ORS in the development and provision of in –service training related to rehabilitation technology;**
- **To assist ORS with the development and provision of training in rehab technology for community rehabilitation programs (CRP).**

Rehabilitation technology services will be provided where most appropriate for the individual, including homes, educational settings, community organizations, places of employment, or offices of the ORS.

Option 2)

Rehabilitation Technology Consultation and Services specifically related to Vehicle Modifications:

- **To assist customers of the ORS in the selection of vehicle modifications as are necessary to assist them to prepare for, obtain and retain employment;**
- **To develop specifications to support competitive bidding;**
- **To provide mid-line and final inspections of vehicle modifications;**
- **To assist ORS in the development and provision of in –service training as necessary**

Contractors selected, as a result of this Request will provide services on an as-needed basis for the ORS. Contractors will provide consultation by telephone, email, and reports in addition to providing on-site problem solving assistance in the consideration of rehabilitation technology for customers of the ORS.

Awards resulting from this Request will be subject to the State's general Conditions of Purchase which is available from the Internet at www.purchasing.state.ri.us. The selected Contractor will provide services for a period of one (1) year, renewable at the sole option of the State for a maximum of two (2) additional twenty-four (24) month periods.

Interested parties may bid on one or both options.

Interested firms and organizations should submit Letters of Interest for either application area containing the following information:

- Description of the Offeror's corporate background and experience with similar projects or scope of work;
- Resumes for all proposed project staff;
- Additional staff or services as may be available through subcontractors, subsidiaries, or corporate partners;
- Listing of references, or letters of endorsement, from clients or organizations for whom similar work has been done;
- A cost proposal including a comprehensive price list for all services including fully absorbed billing rates for all members of the proposed project team.

Questions, in **Microsoft Word Format**, concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than the date & Time indicated on page 1 of this solicitation. Please reference the LOI # B01968 on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Responses to questions received, if any, will be provided, as an Addendum to this LOI, and posed on the Rhode Island (www.purchasing.state.ri.us). It is the responsibility of all interested offerors to download the information. *If technical assistance is required to download, call the Help desk at (401) 222-2142, ext. 134.*

Letters of Interest to provide the services covered by this Request must be received by the Division of Purchases **on or before 18 May 04 @ 11:00 AM (EDT)**. Responses (an original plus three (3) copies) should be mailed or hand-delivered in a sealed envelope marked “LOI #B03702: Rehabilitation Technology Consultation Services” to:

By Courier:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

By Mail:

RI Department of Administration
Division of Purchases
P. O. Box 6528
Providence, RI 02940-6528

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The “official” time clock is located in the reception area for the Division of Purchases.

RESPONSE CONTENTS

Responses must include the following:

- A completed and signed three-page R.I.V.I.P generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>,
- A statement of experience describing the Vendor’s background, qualification, and experience with and for similar projects, and all information described earlier in this solicitation.
- A comprehensive price list for services as previously described.
- A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page.

EVALUATION CRITERIA

Responses will be evaluated using the following criteria:

1. Competence to perform the desired services by virtue of the experience of the offeror in providing similar services, and the qualifications and experience of the staff who would be assigned to perform the services [35%]
2. Ability to perform the services expeditiously, as reflected by current workload and the availability of an adequate number of personnel [25%];
3. Past performance, as reflected by the evaluation of customers for whom similar work has been performed, including but not limited to other state agencies, ORS staff, and individuals with disabilities with respect to quality of work performed, ability to meet deadlines, and control of costs [20%];
4. A cost proposal or fee schedule that supports the services proposed [20%].

Notwithstanding the above, the State reserves the right to accept or reject any or all offerors, to award on the basis of cost alone, and to act in its best interest. The State also reserves the right to make one or more awards as a result of this solicitation and to act in its own best interest.

The Technical Review / Evaluation Committee will present written findings, including the results of all evaluations, to the Labor Management Committee. The Committee will make a recommendation (s) to the Director of Administration / Chief Purchasing Officer who will make the final award decision.